FI 90   10/2002
Division of Finance

Request Type	Add	Delete	Change		Function
Fiscal Year (YYYY)	Agency				Project
Organization Number		Org. Manager			
Fund Number		Org. Name			Buyer Code
Org Level		Activity		Org Status:	Activate Org Deactivate Org

REQUEST FOR ORGANIZATION SET-UP

OPTIONS AND CONTROLS

Will job number be required on spending transactions?

NO - It is optional

YES - Required for pre-encumbrance, encumbrance and expenditure transactions

NO- Default to Activity Number

YES - Required for Encumbrance & Expenditure Transactions only

YES - Required for Expenditure Transactions Only

Comments

Will job number be required on revenue transactions?

NO - It is optional

YES - It is Required

NO - Revenue Transactions will Default to Activity

Is this a Low Level Org?

YES

NO

Does this require special organization approvals?

NO

YES

(Special Organization Approvals is set at "NO" unless the Agency is using advanced approvals by Org. The "YES" option must be approved by the Division of Finance.)

FOR DATA ENTRY ONLY: If Yes - Set up Sub-Org LL
If No - Select Sub-Org required on spending and on revenue.

_____
ENTERED BY   DATE

Budgeting Organization Levels

Appropriation Organization Level

Revenue Budget Organization Level

Expense Budget Organization Level

Reporting Organization Hierarchy (Indicate the roll-up for the Org being requested)

1		2		3		4		5		6	
7		8		9		10		11		12	

Prepared By   Phone

Agency Name   Division   Finance Approval   Date   Entered By   Date